

FOR A COMPLAINT TO BE ADMISSIBLE WITH THE AMP



You're an interested person or company and you believe that the terms of a call for tenders or a notice of intent don't comply with the contractual rules in force or do not ensure fair treatment of competitors? You can file a complaint with the Autorité des marchés publics (AMP).

Before filing, please make sure that...

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
your complaint pertains to an ongoing process.	you're a bona fide interested party. (i.e. you're interested in participating in the tendering process, or you're able to execute the contract according to the needs and obligations set out in the notice of intent.)	you're within the time limit for filing a complaint with the public body (PB). (This deadline is indicated in the SEAO.)	you're within the time limit for filing a complaint with the AMP.	you clearly outline the grounds of your complaint. (i.e. explain how the documents do not allow for fair and honest treatment of competitors, prevent qualified competitors from participating, or are inconsistent with the normative framework.)	you use the AMP online form to file your complaint.

Complaint regarding a public call for tenders:

- If you've filed a complaint with the PB regarding the public tender documents: no later than three days after receipt of the PB's reply to your complaint; or if, no later than three days before the deadline for receipt of bids, you have not received a response from the PB.
- In the event that the grounds for your complaint concern an amendment made by addendum to the call for tenders documents: no later than two days before the dead line for receipt of bids.

Complaint regarding a contract concluded by mutual agreement:

- If you've expressed your interest in entering into the contract with the PB: at the latest three days following receipt of the reply of the PB with regard to this expression of interest; or at the earliest three days and at the latest one day before the scheduled date of conclusion of the contract if you haven't received the decision of the PB.
- In the event that the notice of intent required by law has not been published, at any time.